

**Town of La Pointe Planning and Zoning
Town Plan Commission Special Monthly Meeting Minutes
February 3, 2016**

Town Plan Commission (TPC) Members Present: Ted Pallas, Chair; Charles Brummer, Vice-Chair; Suellen Soucek; Greg Thury; Joan Martin (arrived at 4:40) (5).

Town Plan Commission members absent: Mike Starck; Margie Denton (2).

Public Present: Paul Brummer, Robin Trinko Russell (2)

Town Staff Members Present: Lisa Potswald, Planning and Zoning Administrator (1).

I. Call to Order/Roll Call

Chair Pallas calls the meeting to order at 4:30 PM. Roll call reflects members present or absent as recorded above.

II. Public Comment

Paul Brummer commented that if the Town Board is planning to meet with MISA Board Members about the MISA situation, they should also plan to meet with MISA neighbors to hear their concerns.

III. Approval of Previous Meeting Minutes

a. Town Plan Commission Special Monthly Meeting, December 2, 2015.

G. Thury moves to approve the Town Plan Commission Special Monthly Meeting minutes of December 2, 2015 as corrected. S. Soucek seconds. Three in favor; Chair Pallas abstains. Motion carries.

IV. Zoning Administrator's Report

a. The Town Plan Commission reviewed the December 2015 report.

b. The Town Plan Commission reviewed the January 2016 report.

J. Martin arrives at 4:40 p.m.

V. Consideration and/or Action of Permit Applications

a. Hartzell Application to Install Building on Easement Parcel #014-00192-0513

The community well for the Hartzell Addition had little pressure again this winter. A plumbing expert recommended that the tank be taken out of the ground and put above ground. The well appears to be located on an easement, and there were concerns that the building would not meet setbacks. Bob Hartzell completed an application for a certified survey map to be prepared which joins the adjacent property such that setback problems should be mitigated. Because this is a life/safety issue for those people on the well, the tank has been raised and the building installed. ZA

will inspect and measure against setbacks in the spring when the area is accessible. The CSM will be on the next Town Plan Commission agenda for review and consideration for approval.

VI. New Business

a. Ordinance Revision Due to State Law Changes

ZA prepared a memo dated February 2, 2016 that outlines the possible changes to the Town's zoning ordinance. Town Plan Commission members reviewed the memo, added 2 items (camping units, cell towers), and discussed the course of action to revise the ordinance. It was determined that ZA will send the memo and supporting documents to the Town's attorney for review and discussion with the ZA about how to conduct the legal review. The TPC decided by consensus that they will hold a business meeting on the third Wednesday of the month and a workshop to work on the ordinance on the first Wednesday of the month. ZA will find out when the attorney will have recommendations for the TPC.

VII. Old Business

a. MISA/Craftivity Change of Use Permit Revocation/Claim

The Town Board discussed this situation at a Town Board workshop held on January 19, 2016. MISA will need to reapply for a change of use permit, as their previous permit was revoked. This will be reviewed by the Town Plan Commission who will determine whether they will receive a permit or not, and under what conditions. If the permit is approved, MISA will then need to obtain the proper permits from the Town's building inspector. MISA was sent a letter in August 2015 providing them with this information.

d. NR 115 Changes to Zoning Ordinance – State Budget Changes

Discussed in VI. a. above.

e. Private Road/Driveway Ordinance

- 1) Letter for existing property owners with driveways
- 2) Second draft of ordinance for going forward (new driveways)
- 3) Appeal process

Nothing to report.

f. Camping Units/Campsites – Update

ZA passed out state law information on remote camping.

g. SB 104/AB 154 Update

Nothing to report; the Legislature takes up again in January.

VIII. Future Agenda Items

- a. MISA/Craftivity Change of Use Permit Revocation/Claim
- b. Private Road/Driveway Ordinance
 - 1) Letter for existing property owners with driveways

- 2) Second draft of ordinance for going forward (new driveways)
- 3) Appeal process
- c. Camping Units/Campsites - Update
- d. Zoning ordinance update
- e. Hartzell CSM
- f. Cell tower update

IX. Schedule Future Meetings

Next Special Monthly Meeting is scheduled to be held **Wednesday, February 17, 2016 at 4:30 p.m.** unless we have no agenda items.

X. Adjournment

G. Thury moves to adjourn. S. Soucek seconds. All in favor. Motion carries. Meeting ends at 5:15 pm.

Town Plan Commission minutes respectfully submitted by Lisa Potswald, Planning and Zoning Administrator, on Friday, February 5, 2016.